

**RENEWAL OF INTERAGENCY AGREEMENT  
BETWEEN  
THE CITY OF NEW YORK MAYOR'S OFFICE FOR ECONOMIC  
OPPORTUNITY AND  
THE CITY OF NEW YORK DEPARTMENT OF SOCIAL SERVICES /  
HUMAN RESOURCES ADMINISTRATION AND  
THE CITY UNIVERSITY OF NEW YORK**

THIS RENEWAL AGREEMENT ("Renewal Agreement") dated December 13, 2023, between the City of New York Mayor's Office for Economic Opportunity ("NYC Opportunity"), with offices located at 253 Broadway, New York, New York 10007; City of New York (the "City"), acting through its the Department of Social Services/Human Resources Administration ("Department" or "HRA"), with offices located at 150 Greenwich Street, New York, New York 10007; and the City University of New York ("CUNY") with offices at 205 East 42<sup>nd</sup> Street, New York, New York 10017, on behalf of John Jay College of Criminal Justice (each a "Party" and collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, CUNY administers HSE Connect, an initiative designed to connect criminal justice system-involved adults who lack high school credentials to High School Equivalency ("HSE") Programming (the "Program"); and

**WHEREAS**, the Parties entered into an Interagency Agreement (the "Agreement") wherein NYC Opportunity, through HRA, agreed to provide funding to support the Program; and

**WHEREAS**, the term of the Agreement was from July 1, 2019 through June 30, 2023, with the option to renew annually for up to three years; and

**WHEREAS**, the Parties now desire to exercise the first renewal option for the period from July 1, 2023 through June 30, 2024, under the same terms and conditions except as modified herein; and

**NOW, THEREFORE**, in consideration of the mutual covenants, terms and conditions contained herein, the Parties have agreed and do agree as follows:

**1. EFFECT OF CHANGES ON THE AGREEMENT**

Except as modified herein or as previously modified, all of the terms, covenants, and conditions of the Agreement, which is hereby incorporated by this reference, shall remain unchanged and in full force and effect.

**2. RENEWAL TERM OF AGREEMENT**

This Renewal Agreement shall be for a term of one (1) year from July 1, 2023 through June 30, 2024.

**3. SCOPE OF SERVICES**

Contractor shall provide services in the manner and at the levels set forth in the FY 24 Scope of Work, attached hereto as **Annex A** and incorporated herein.

**4. RENEWAL TERMS OF PAYMENT**

HRA agrees to pay, subject to funding, and CUNY agrees to accept, an amount not-to-exceed **\$488,466.76** (four hundred eighty-eight thousand, four hundred sixty-six dollars and seventy-six cents) for the period from July 1, 2023 through June 30, 2024, in accordance with the FY 24 Budget, attached hereto as **Annex B** and incorporated herein.

**5. PROCUREMENT POLICY BOARD RULES**

This Renewal Agreement is subject to the Rules of Procurement Policy Board of the City of New York (the "Rules"). In the event of a conflict between the said Rules and a provision of the Renewal Agreement, the Rules shall take precedence.

**6. APPROVALS**

**A. THE CITY OF NEW YORK**

This Renewal Agreement shall not become effective or binding until it has been registered pursuant to New York City Charter Section 328.

**B. OTHER APPROVALS OR AUTORIZATIONS**

The requirement of this Article shall be in addition to, and not in lieu of, any approval or authorization otherwise required for this Renewal Agreement to be effective, and for the expenditure of City funds.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF**, the Parties hereby execute this Renewal Agreement on the date set below their respective signatures.

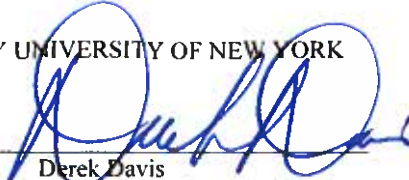
APPROVED AS TO FORM

  
The City University of New York

Office of the General Counsel

Date: 10/17/23

CITY UNIVERSITY OF NEW YORK

By:   
Derek Davis  
General Counsel & Senior Vice Chancellor  
for Legal Affairs

Date: October 20, 2023

NEW YORK CITY HUMAN RESOURCES  
ADMINISTRATION/DEPARTMENT OF SOCIAL  
SERVICES

By: \_\_\_\_\_  
Vincent Pullo  
Agency Chief Contracting Officer

Date: \_\_\_\_\_

NEW YORK CITY  
MAYOR'S OFFICE FOR ECONOMIC  
OPPORTUNITY

By:   
Carson C. Hicks  
Deputy Executive Director

Date: November 2, 2023

## **ANNEX A**

## ***FY 24 Scope of Work HSE Connect***

John Jay College Institute for Justice and Opportunity (the Institute) and the Manhattan Educational Opportunity Center (Manhattan EOC)

Prepared for the Mayor's Office for Economic Opportunity (NYC Opportunity)

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HSE Connect, managed by the John Jay College Institute for Justice and Opportunity of the City University of New York (CUNY), will connect justice system-involved adults who lack a high school diploma to supported High School Equivalency (HSE) programming through a collaboration with the State University of New York's (SUNY) Manhattan Educational Opportunity Center (Manhattan EOC). Manhattan EOC and the Institute will work together to recruit, assess, and support participants in enrolling in HSE and other educational programming. Students will be supported in accessing the career or college support program of their choice to further their academic and/or career goals.

While New York City's Department of Education (DOE) offers HSE classes on Rikers Island for adults, program capacity is limited. In addition, the short length of stay for many adults on Rikers Island complicates the completion of HSE programs.

Exacerbating the reality that many individuals leave incarceration without an HSE, existing community based educational services typically focus their limited resources on out-of-school youth and leave out older, justice-involved people who need support for HSE attainment and postsecondary enrollment. HSE Connect aims to address this gap by providing essential pathways to HSE attainment and subsequent college and career opportunities as well as services designed to support individuals with criminal justice system involvement. The Manhattan EOC has a 57-year history of serving low-income adults working towards obtaining their HSE diploma and credentials from career training programs. The Manhattan EOC's sector-focused occupational training programs, combined with employment placement assistance provide adult learners an opportunity to build stackable credentials on a career pathway. The Manhattan EOC consistently monitors the labor market in New York City and develops programs to meet the needs of employers and interests of our students.

Similarly, the Institute provides individuals with histories of criminal justice involvement with the guidance and practical assistance they need to enroll in and succeed in college. CI reaches out to its constituents through targeted outreach to prisons, jails, and community-based organizations and shares information about college options with those who are interested in further pursuing their education. Once they become part of the Institute community, the Institute offers students individualized onboarding assessments, academic counseling, support services, peer mentoring, career coaching and educational enrichment opportunities to help support students in their academic and career goals. HSE Connect expands the Institute's portfolio, allowing the program to target students at an earlier stage in their educational journey who are interested in pursuing their higher education and don't yet have a high school diploma.

The HSE Connect initiative will provide a streamlined pathway to HSE diploma attainment and postsecondary education for adults with criminal justice histories. The initiative has five main components: 1) state- and city-wide outreach, 2) onboarding and community supportive services 3) academic program delivery, 4) college acculturation and, 5) college access and career training.

### **State- and city-wide outreach**

An Outreach Specialist and or the Coordinator of Onboarding from the Institute will engage in jail, prison, and community-based outreach to share information about the program and support interested individuals in setting up an initial intake appointment. After conducting the initial intake, the Coordinator of Onboarding will help interested individuals address barriers to success or to reentry, such as ordering vital documents (e.g., state-issued ID).

Delivery of HSE Connect informational sessions will cover:

- The value of a high school credential and of post-secondary education, and evidence that participants can succeed in educational settings
- A description of the Institute and Manhattan EOC services and their partnership
- Information on how to schedule an intake for the HSE Connect program
- Information to potential students and to staff on how to contact the Institute to connect students with services
- Response to letters, emails, and phone calls to arrange intake interviews at the Institute offices or remotely (i.e., via phone or zoom) for potential students

### **Intake and case management**

After identifying the students' needs and educational goals, the Intake Specialist will complete a facilitated referral – a warm hand-off that is essential for adult learners – to the Manhattan EOC HSE Connect Coordinator. The coordinator will support students in completing the necessary steps for admission to the Manhattan EOC. Once admitted, Manhattan EOC will provide academic assessments and ensure students are enrolled in the appropriate classes. Once students are enrolled, the HSE Connect Coordinator will connect students to the appropriate supports for the duration of their enrollment to ensure retention and successful attainment of their HSE credential. The Manhattan EOC Coordinator and The Institute's Intake Specialist will engage in regular case conferences to ensure that students are receiving coordinated support while enrolled in their HSE programming. The Institute's Coordinator of Support Services will provide case management services to address students' non-academic needs as necessary, and Manhattan EOC's Coordinator will ensure that students are receiving the educational support needed to progress toward HSE attainment. If a participant is unable to participate in Manhattan EOC programming, the Institute will make a referral to an appropriate community-based organization.

### **Academic program delivery**

The Manhattan EOC will assess the educational level of students referred to them and will work with them to establish an educational plan, assisting them to enroll in the appropriate classes. Services provided by Manhattan EOC include:

- Collecting appropriate documentation from students to enroll in Manhattan EOC programming
- Conducting Admissions Testing (TABE) to place student into appropriate entry point to HSE attainment
- Delivering academic preparation including Numeracy, Literacy, Developmental Study Skills, and HSE prep courses
- Providing tutorial and supplemental education services
- Monitoring attendance and performance and reporting this information regularly to the Institute
- Engaging with students to identify needs continuously
- Conducting regular case conferences with the Institute to monitor participation and progress
- Administering HSE exam and verifying test scores

The Manhattan EOC also offers the following credentialed career training programs at no cost (and they will be accessible to individuals who earn their HSE diploma through the HSE Connect program): Certified Nursing Assistant, Certified Electronic Health Records, Certified Medical Administrative Assistant, Certified Phlebotomy Training, Certified EKG Technician Training, Direct Support Professional, Hospitality Training, Security Officer Training, OSHA 30 for Construction, Microsoft® certifications, and Civil Service Exam Preparation. The Career Trainings offered are subject to interest, enrollment, and funding. A current listing is available on the MEOC website at all times.

#### **College acculturation**

Throughout enrollment at the Manhattan EOC, the Coordinator, in collaboration with peer mentors, will encourage students to explore their post-secondary educational goals, providing information about college programs and taking interested individuals on tours of colleges including CUNY campuses.

#### **College access and career training**

Upon earning their HSE credential, the Institute and Manhattan EOC will encourage interested students in returning to the Institute for college access support (e.g., academic counseling, assistance with CUNY or financial aid applications, ongoing case management to address non-academic barriers to success, tutoring, mentoring, and educational enrichment opportunities). Students who earn their HSE through the Manhattan EOC and express interest in college are also able to utilize the Manhattan EOC's College Connections programs, where they can access support onsite, including college application and FAFSA assistance.<sup>1</sup> Students in need of additional academic support can engage in CUNY programs or access Manhattan EOC's College Prep program (courses in Reading, Writing, and Math) prior to enrolling in college. If students are interested in applying to schools that require the SAT, SAT preparation may be provided. The Institute staff assists students through the enrollment process (e.g., class registration, connecting to on-campus supports), matches enrolled students with a peer mentor and provides enrichment activities to students, including RAP sheet cleanup, professional development, skills building

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<sup>1</sup> These are made possible through TRIO EOC grant funding, which targets first-generation students age 19 and older.

workshops, and social events). For those enrolled in college, the Institute monitors students' completion of courses and persistence through graduation.

For those not interested in college at this time, students can access one of the Career Trainings offered by the Manhattan EOC along with Tech, career coaching and the navigator program at the Institute.

### **Supplemental services and supplies**

In addition to the core program components identified above, the Institute and Manhattan EOC will also provide the following using NYC Opportunity funds:

- Student stipends for items such as intake, admissions exam completion, and attendance in the program
- Computer resources such as WiFi access for students, Chromebooks, and/or computer software or maintenance.
- Student transportation support through 30-day unlimited Metro Cards, OMNY cards, or similar
- Food for students at events and school supplies (such as backpacks, notebooks, headphones, and pens)
- Salesforce updates for the HSE Connect database
- 0.5 FTE Data Manager (The Data Manager will manage the Institute Salesforce database system, which will enable the organization to automate some of its work and track its direct service work across programs, including HSE Connect.)
- Salesforce TA and Support Contract (This will allow the Institute Data Manager to work with consultants to tweak or change system elements or troubleshoot technical problems as the need arises.)
- Salesforce Texting Application (A text application will remind students of appointments and events without having to use personal cellphones to do so.)
- Attendance Tracking Application (This will allow Institute to track attendance to social and educational enrichment workshops.)
- Form Assembly Application (This application will allow Institute to purchase 2 licenses for software to build online forms that will integrate with Salesforce, easing program intake.)

### **Learning Agenda**

The learning agenda/research project will identify best practices in serving adult learners with criminal legal system involvement.

- The Learning Agenda will look into:
  - Interventions to strengthen recruitment and retention.
  - Gather information about effective practices at other HSE programs.
  - Learning from current/former HSE Connect students about what worked/didn't work for them in the program.
  - Working with NYC Behavioral Design Team to strengthen communications and other program design elements.

Gift cards for HSE Connect participants in the learning agenda activities such as focus groups or interviews.



**Performance targets and Metrics**

Because it is difficult to predict whether HSE Connect participants will be ready for HSE programming and may instead have to start with an academic prep program such as Numeracy, Literacy, or Developmental Study Skills, prior to taking HSE preparation programs, HSE Connect has absolute targets for program enrollment in each year and completion rate targets for each program. The completion rate targets are based on historical data from the last three years

HSE Connect will track outreach, intakes, program enrollments, completions, and withdrawals. In addition, the HSE Connect project will track partial HSE completions or subject passes on the NYSED approved exam for the HSE Diploma on a quarterly basis. Progression to a post-secondary program including, but not limited to College or a Career Training program will also be tracked.

Year	Target # Enrolled	Actual # Enrolled
1	50	42
2	60	36
3	75	82
4	60	
TOTAL	245	160

Program	Target completion rate
HSE	80%

*In the event that FY25 funding is not secured, the Institute and MEOC will develop and execute plans to support a smooth transition process for existing participants, including facilitated referrals to alternative adult education and social services programming.*

## **ANNEX B**

